

14 FEB 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information Services Staff

SUBJECT: ISS Weekly Report (7-13 February 1980)

Classification Review Division

CRD processed approximately 29,000 pages of material.

CRD and RCD personnel went to State Department to review material requested by Senator Birch Bayh of the Senate Committee on Intelligence. The material, relating to Iran, will remain classified when sent to the Committee and none of the documents presents a security problem.

The Intelligence Community Staff has agreed to write a guidance paper on declassification of joint committee reports and multi-source photography in coordination with the Committee on Imagery Exploitation (COMIREX) for use by the Intelligence Community.

Regulations Control Division

RCD processed an urgent request from OGC to research and declassify a number of regulatory issuances to be used in a court case.

Records Management Division

RMD distributed the first supplement to the OGC records requirements list. OGC plans to update the master list weekly.

RMD personnel met with IPD and P&PD to plan for the conversion of IPD declassified documents to microfiche to reduce search time when subsequent requests for the same documents are received.

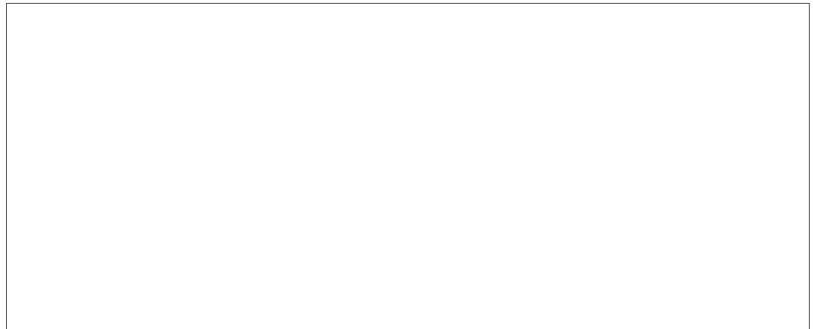
The CARS Task Force completed a survey of the Executive Registry and met with the Special Assistant for Compartmentation to discuss the APEX program and its implementation to ensure compatibility between the CARS document control guidelines and the APEX procedures.

Information and Privacy Division

A separate report is attached.

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Attachment



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14 February 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (7-13 February)

1. The Week in Review
- | | <u>7-13 Feb</u> | <u>1980 Weekly Average</u> |
|-------------------------|-----------------|----------------------------|
| a. New cases logged | 61 | 60.0 |
| b. Cases closed | 115 | 49.6 |
| c. New appeals logged | 3 | 2.0 |
| d. Appeals closed | 3 | 0.8 |
| e. Manpower (man-weeks) | 99.1 | 97.1 |
2. Current Backlogs
- a. Initial requests - 2715
- b. Appeals - 424
3. Spotlighted Requests

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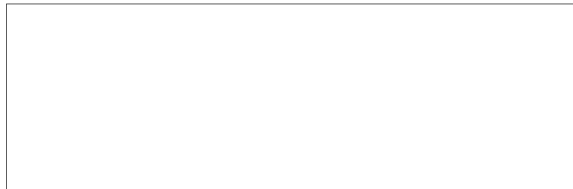
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5. Analysis

This week's total of 115 closed-out cases is the highest single week's production that we have had since 128 cases were disposed of during the period 5-11 April 1979. It includes 33 canceled FOIA requests and 59 "no record" responses to requests for personal files.

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IPD, slh 14 February 80

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- 1 - IG
- 1 - OGC
- 1 - OLC
- 1 - OP
- 1 - OL
- 1 - C/IMS,
- 1 - DDO/IRO
- 25 - DDO/IMS,
- 1 - IRG/OS
- 1 - NFAC/FIO
- 1 - C/ISS
- 1 - IC Staff/FIO
- 1 - IPD Subject
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